VCU Graduate School

Graduate Student Travel Grant

The Graduate School's Travel Grant program for graduate students has been established to support and encourage the presentation of the results of research or scholarly activity by providing travels grants for degree-seeking students enrolled in master's or doctoral programs. The awards are restricted to expenses incurred for participation in a meeting or other appropriate presentation venue. Awards will be made without regard to quotas or distribution among fields and departments; however, no student will be funded for more than one travel grant per academic year. **Funds are limited and students applying to the program are not guaranteed support.**

Eligibility: All degree-seeking graduate students at VCU are eligible for this program. Students receiving funding from this program must be the presenter Students can only apply in the semester in which they are presenting and must turn in their application at least one month prior to their proposed travel dates.

Funding: The Graduate School will match school/department funds. If your school/department is not providing support, you are ineligible to receive student travel grant funds. Maximum award available is $300. Funding is based on the assumption that support for these programs will remain at the current funding level. Funds may only be used for travel to professional meetings.

Application Process: The following materials must be submitted as a single attachment to a single e-mail --- one e-mail with one attachment per each travel grant application: an abstract with an explanation in 300 words or less, verification of the presentation, a letter of support from your advisor, and a budget showing how the funds will be used must be submitted. Please submit your complete application to Graduate Student Travel Grant at gradtravel@vcu.edu. Please note that travel grants are accepted daily and are reviewed and awarded on a first-come, first serve basis. Applications that are incomplete will not be reviewed. **Funds allocated under this program will be distributed according to University policies and procedures using the travel reimbursement procedure.**

Semester/Year: ☐ Fall _____ ☐ Spring _____ ☐ Summer _____

Name _____
Last First Middle V#

E-mail address _____ Degree goal _____

Department _____ Box _____ Telephone number _____

Research adviser _____

Presentation title (attach abstract and other information confirming presentation):

_____

_____

Authors (indicate presenting author with *): _____

_____

Name, Date, and Location of meeting: _____

_____

1. Amount paid by school/department: _____
   Please note if your school/department is not providing travel funding, you are ineligible for grant funding.

2. Amount requested from Graduate School (up to $300): _____

3. Have you support from other sources to support this travel? ☐ Yes ☐ No
   Please note your school/department must provide initial funding for travel. If your school/department is not providing funding you are ineligible to receive grant funds.

   If yes, provide details: _____

_____

_____ _____
Signature of applicant Date

_____ _____
Signature of research adviser Date